

ADMINISTRATIVE ANNOUNCEMENT
100-2010

OPEN TO : **Current Employees of the Mission**
POSITION : **Human Resources Clerk, FSN-6 (t); FP-8***
WORK HOURS : **Full-time; 40 hours/week**
OPENING DATE : **May 12, 2010**
CLOSING DATE : **May 26, 2010**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Port-au-Prince, Haiti is seeking individual for the position of *Human Resources Clerk* in the Human Resources Office (HRO).

BASIC FUNCTION OF POSITION: *Incumbent performs a variety of administrative duties in the Human Resources Office.*

QUALIFICATIONS REQUIRED: NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school and secretarial training required.
2. Two (2) years of progressively responsible experience in clerical work required.
3. Level III (Good working knowledge) in English, French and Creole required.
4. Has to be tactful in dealing with all employees.
5. Typing ability and good computer skills required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

American Embassy, P-au-P, Haiti, P.O Box 1761

Ref.: (HRO) Human Resources Clerk

E-Mail: pappersonnel@state.gov

FAX: 2229-8093

DEFINITIONS

1. ***AEFM**: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided she/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Port-au-Prince, Haiti is an Equal Opportunity Employer.

Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

CLEARED BY: _____
Gary Heinrich, Regional Human Resources Officer

FUNDS AVAILABILITY: _____
Linda Majchrzak, Financial Management Officer

APPROVED BY: _____
Judson Hamblett, Management Officer